

THE COMPLETE

VISUAL **Step By Step**

Microsoft Windows 98

MODULE 2



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Computer Training Manual
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HOW TO USE THIS MANUAL

Windows 98

The **CompleteVISUAL™** step-by-step computer training manual is specially developed and organized based on the **Instructional Design concepts**, to ensure the effectiveness of the knowledge transfer.

Most of the tasks in each chapter are fit into a single page for easy reference. Most tasks are summarized to **less than 10 key steps** and accompanied with **actual screen illustrations**. Every step you go through is practical and relevant. All chapters are **independent**. No exercise files need to be installed prior to the training. Therefore, you can start training from any modules that best suit you or your trainees. However, you are recommended to follow the module sequence that we suggest to optimize your computer learning process.

Microsoft
FrontPage 2002 Module 2
CREATING HYPERLINKS

Inserting Text And Images Hyperlinks

A "**hyperlink**" is a special part of a web page that instantly links you to another web page with a simple click of the mouse button. The expression "surfing the net" actually refers to the experience of **jumping from one page to another** using hyperlinks. A hyperlink can **take you to a new web site** or **to a different part of the web site** you are visiting. Hyperlinks can also **activate e-mail boxes** that go directly to a web host's e-mail address. When a visitor clicks an e-mail link, a blank message addressed to you will appear.

Text Hyperlink is simply text, such as a word or phrase, which brings the visitors to another page, file or document.

Image Hyperlink is an image, which allows the visitors to jump to another page, file or document with a simple click.

Section name. Each section groups the related chapters under the same section to make sure you learn all the related features and skills in complete details.

Chapter name. Each chapter is an independent learning unit. No exercise files need to be installed prior to the training. This lets you start your training anywhere or anytime you like.

Chapter introduction. Each chapter begins with a presentation and illustration to present the concepts you need to have a better understanding of a chapter before you begin.

Bookmark Hyperlink is a link that brings the visitors to a different part on a web page.

Email Hyperlink is a link that allows the visitors to send an e-mail message to the specified e-mail address.

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HOW TO USE THIS MANUAL
Windows 98

HOW TO USE THIS MANUAL

Windows 98

Instructional Actions	You are asked to
Click File >> Save .	Click the File menu to pull down the menu, then click the Save command from the pull down menu.
Press <Shift>+<Tab>	Hold down the Shift key while pressing the Tab key on the keyboard.
Type Photo from Kevin Jeff .	Type the phrase Photo from Kevin Jeff .

Task Name. Each task consists of a series of fully illustrated step-by-step instructional actions, which helps you to follow the hands-on activities precisely.

Handy summary. Each task concludes with a summary that reinforces the key steps in the task. It also serves as cue card for a specific task.

Microsoft FrontPage 2002 module 2
CREATING HYPERLINKS

How To Insert An Email Link

SUMMARY

1. Select the text you want to insert an email link.
2. Click **Insert >> Hyperlinks**.
3. Under **Link to** area, click **E-mail Address**.
4. In the **E-mail address** box, type the email address of the person you want to receive the message.
5. Click the **OK** button.

TIPS

- You can create an email link automatically by typing the email address, for example: robert@hotmail.com and press <Enter>.
- The e-mail address that you enter in the **E-mail address** box will appear automatically in the **To** line of the visitor's e-mail message.

1. Select the phrase **Fish Photo Caption** below the picture and type **Photo from Kevin Jeff**.
The phrase 'Photo from Kevin Jeff' replaces 'Fish Photo Caption'.
2. Select the phrase **Kevin Jeff**.
You want to insert an email link to the selected text.
3. From the menu, click **Insert >> Hyperlinks**.
The Insert Hyperlink dialog box appears.
4. Under the **Link to** area, click **E-mail Address**. In the **E-mail address** box, type **kevin_jeff@hotmail.com**.
Note that FrontPage adds the text "mailto" in front of the e-mail address you type. To specify a subject that you want the e-mail messages to display, type a subject in the Subject box.

5. Click the **OK** button.
FrontPage creates the e-mail link. The text 'Kevin Jeff' appears underlined and in color. When the visitors click on the link, a blank message addressed to kevin_jeff@hotmail.com will appear.

Visual step-by-step instructional actions show you the hands-on activities to accomplish the task. These instructional actions appear as such.

The important commands or keywords are highlighted **as such**.

The texts that you need to type in appear **as such**.

Detailed descriptions and explanations on each step help you to learn more about the step that you have just performed.

Actual screen captured illustration such as the dialog boxes and the result outcomes are displayed to show you how they would appear on screen. This helps you to learn visually and effectively.

A thick rectangle or circle is used to draw your attention to the part of the illustration that you are dealing with.

Appropriate tips, tricks, and shortcuts that you may find useful are included to further enhance your skill.

57

HOW TO USE THIS MANUAL
Windows 98

TABLE OF CONTENTS

Windows 98

Viewing The Files Using Window Explorer	11
Managing Files And Folders	16
Managing Recycle Bin	28
EXERCISES	31
Managing Files	31

Managing Files

Objectives:

When you have completed these lessons, you will be able to:

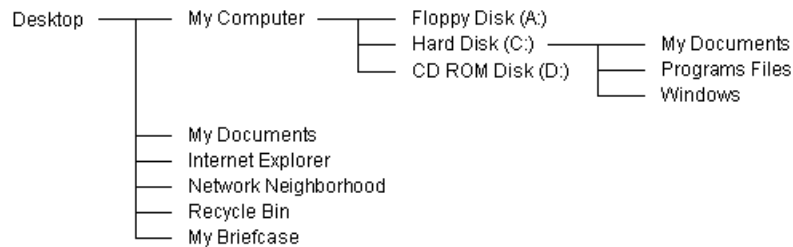
- Open Windows Explorer
- View Folders And Files From The Hierarchical Structure
- Select Different Views For Files And Folders
- View File Extensions
- Create Folder
- Duplicate The Folder
- Rename Folder
- Save File In Folder
- Create File In Windows Explorer
- Select Multiple Files In Windows Explorer
- Move File To Another Folder
- Copy File To Another Folder
- Copy File To A Diskette
- Delete File
- Delete Folder
- Undelete / Restore Deleted File From Recycle Bin
- Empty Recycle Bin

MANAGING FILES

Windows 98

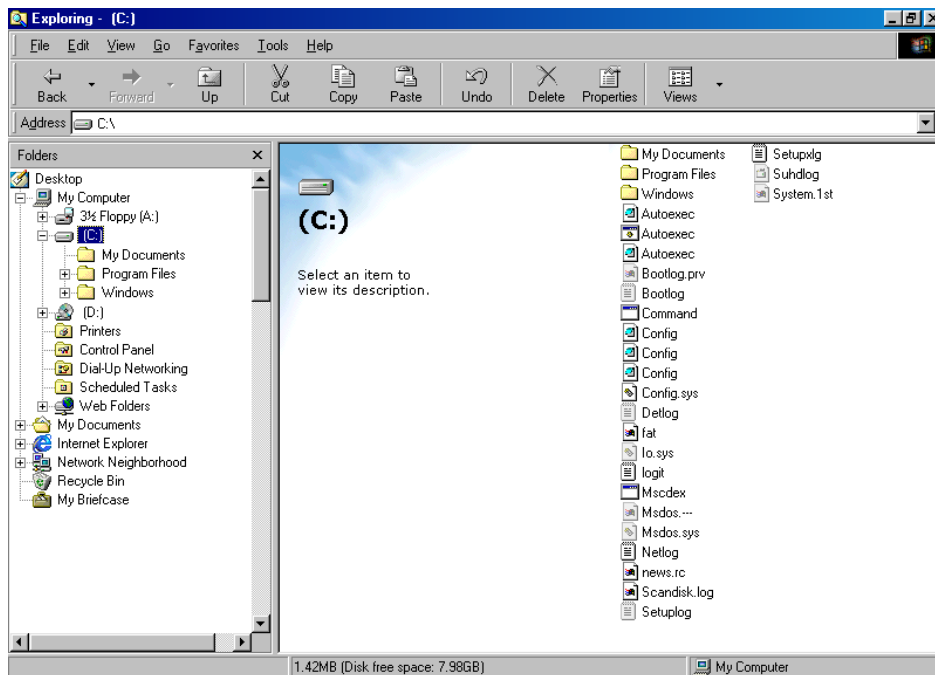
Viewing The Files Using Window Explorer

The Windows uses hierarchical system to manage the files:



As the example above, there are 5 objects on the **Desktop**. 3 objects are found in the **My Computer** object. In the **Hard Disk (C:)**, there are 3 folders: My Documents, Programs Files and Windows folders. These folders contains files or subfolders. You can view or store your files anywhere you want, on the Desktop, in the folders or subfolders.

The following window is the hierarchical structure displayed using windows explorer. You can view the files on the right pane when you click at the folder on the left pane.



MANAGING FILES

Windows 98

How To Open Windows Explorer

1. Click **Start >> Programs >> Windows Explorer** to open the Windows Explorer.
2. Click **icon** on the left pane and the right pane displays the content of the icon.
3. Click and drag the **divider** of the two panes to adjust the width of the pane.

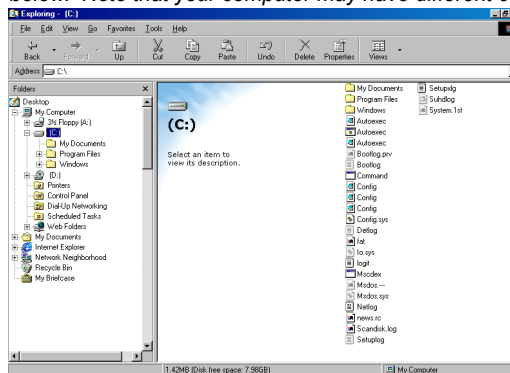
- You can also **right-click** at the **Start** button on the taskbar and select **Explore** from the shortcut menu.

1. Click **Start >> Programs >> Windows Explorer**.

The Windows Explorer window is open.

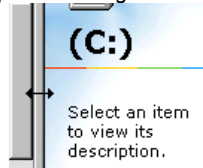
2. Click the hard disk **(C:)**.

Windows explorer shows the folders and files in the hard disk drive C: as shown below. Note that your computer may have different content from the illustration.



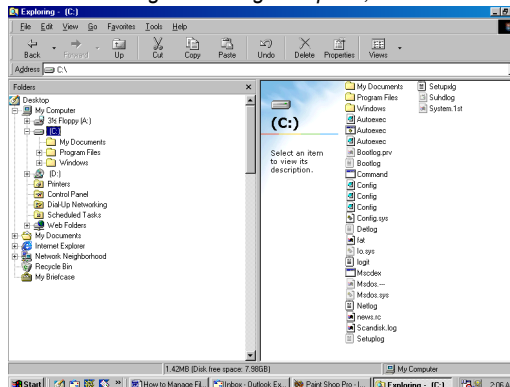
3. Position the mouse pointer to the divider between left pane and the right pane.

The pointer changes to the double-headed arrow, as shown below:



4. **Click and drag** the divider to the right.

This is to enlarge the navigation pane, as shown below:



How To View Folders And Files From The Hierarchical Structure

1. Click **Start >> Programs >> Windows Explorer** to open the Windows Explorer.
2. Click the folder name on the left pane.
3. Click + sign on the left of the folder icon to expand and view all subfolders in a folder.
4. Click - sign on the left of the folder icon to collapse and hide all subfolders in a folder.

- Only folders with the + sign contains subfolder.

1. Click **Start >> Programs >> Windows Explorer**. Click the **Program Files** folder on the left pane.

The right pane is updated to show the Program Files folder content.

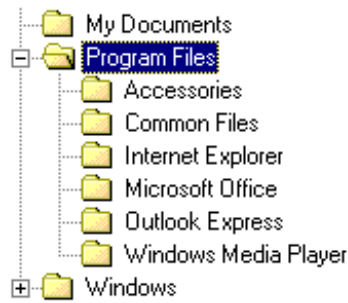


2. Click the + sign on the left of **Program Files** folder.

The plus sign indicates that the Program Files folder contains subfolders.



The Program Files folder is expanded to show all subfolders, as shown below. Note that the + sign is changed to a - sign.



3. Click the **Microsoft Office** Folder to see the content of the Microsoft Office folder.

The content is shown on in the view pane.

4. Click at the - sign on the left of **Program Files** folder.

The Program Files is collapsed to hide the subfolders in Program Files folder.



MANAGING FILES

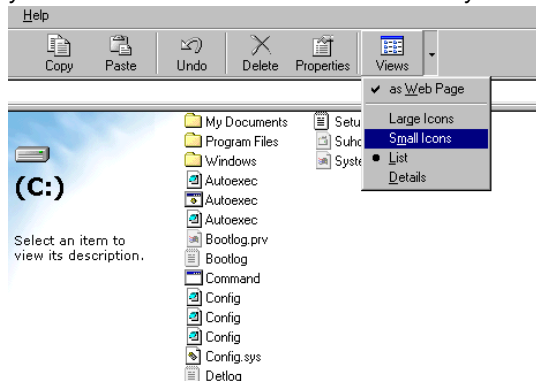
Windows 98

How To Select Different Views For Files And Folders

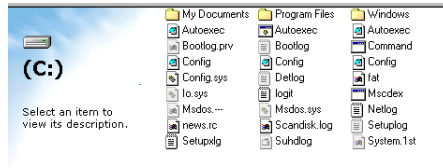
1. Click **Start >> Programs >> Windows Explorer** to open the Windows Explorer.
2. Click the **View** drop down arrow and click the View you want.

- To view the details of the folder or the files, click at the icon. The details are shown on the left space under the (C:).

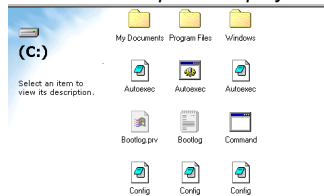
1. Click **Start >> Programs >> Windows Explorer**. Click the **View** drop-down arrow on the **Standard toolbar**. Click at the **C:** in the navigation pane to view all the files in the hard disk before you select the different views. Note that currently the **List View** is selected.



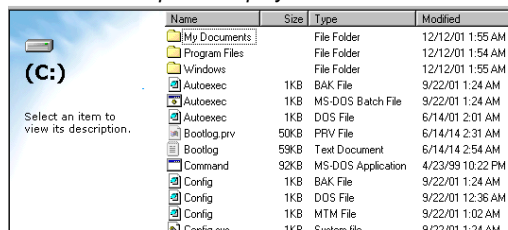
2. Click **Small Icons** from the drop-down menu. The Window Explorer displays the content as small icons.



3. Click **Large Icons** from the drop-down menu. The Window Explorer displays the content as large icons.



4. Click **Details** from the drop-down menu. The Window Explorer displays the content with its details.

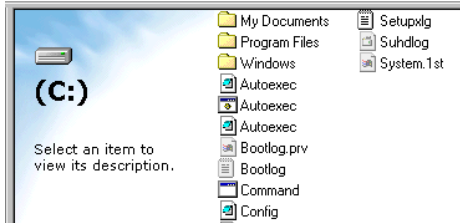


How To View File Extensions

1. Click **Start >> Programs >> Windows Explorer** to open the Windows Explorer.
2. Click **View >> Folder Options**.
3. Click **View** tab.
4. Click the **Hide file extensions for known file types** check box to uncheck the option.
5. Click the **OK** button.

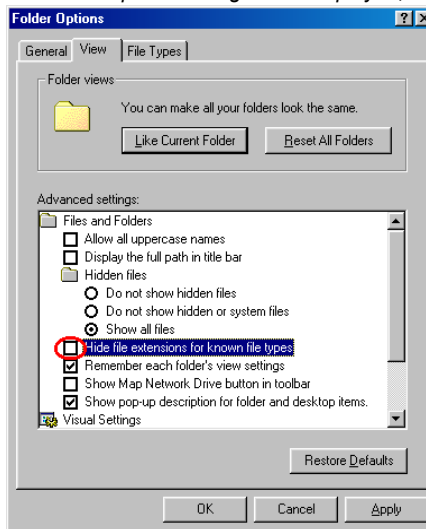
1. Open Windows Explorer in **List View**.

The Window Explorer displays the files without file extensions.



2. From the menu, click **View >> Folder Options**. Click the **View** Tab.

The folder options dialog box is displayed, as shown below.

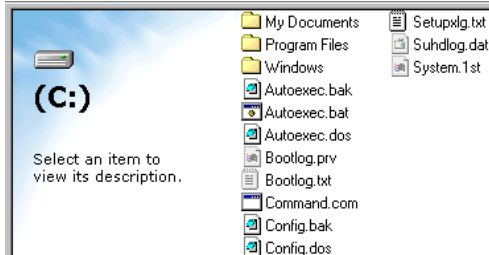


3. Under the Advanced settings list box, click the **Hide file extensions for known file types** check box.

The tick mark in the check box is removed and option is unchecked.

4. Click the **OK** button.

The Window Explorer displays the files with file extensions.

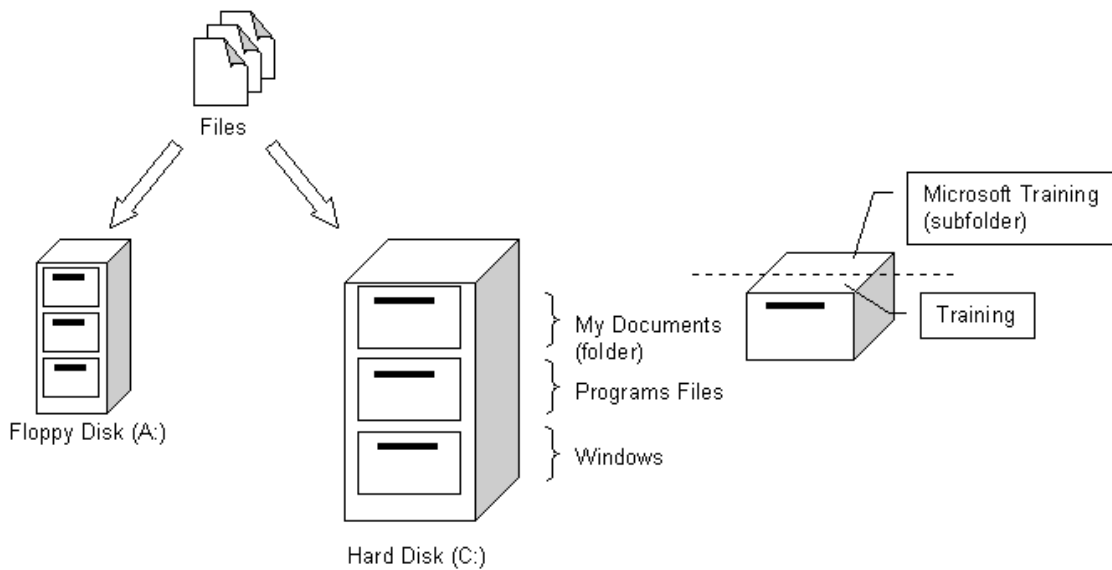


Managing Files And Folders

The disk storage is just like a file cabinet. You probably have hundreds of files to be kept in the cabinet. It will be easier for you to store or retrieve your files if you organize your files well. Folders or subfolders (folders in another folder) are like drawers for the cabinet, which could be created to organize your file. New folders could be created when necessary as you add files onto the disk. Most applications store the files that you create in a default folder. However, you can create you own folders to keep your files.

Every folder has a unique name within the same hierarchy level. Whenever you add a new folder, make sure you are at the correct location in the hierarchy. The folder or subfolder name can consist of up to 255 characters. Special characters (\ / : , * ? " < > |) cannot be used as the folder name.

You can reorganize the files into different folders or different disk storage using windows explorer. You can move or copy the files into a new folder. Moving files is to transfer the files from one location to another, while copying creates identical copies of the original files into another location.



How To Create Folder

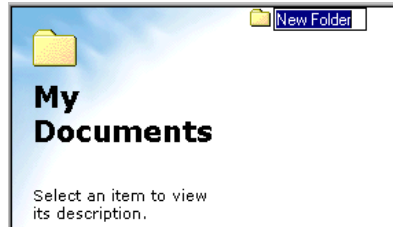
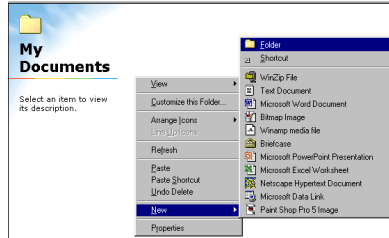
1. Click **Start >> Programs >> Windows Explorer** to open the Windows Explorer.
 2. Click the location at where you want to create the folder.
 3. **Right-click** the blank area at the right pane.
 4. Click **New >> Folder** from the shortcut menu.
 5. Type the folder name.
 6. Press **<Enter>**.
- You can also click at the location, and then click **File >> New >> Folder** from the menu to create a new folder.

1. Click the **My Documents** folder in the navigation pane.
You want to create a folder in the current My Documents folder.



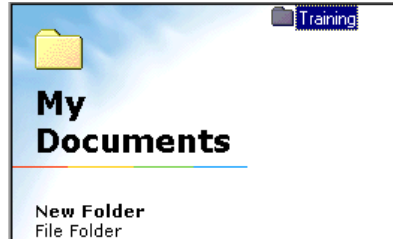
2. Right-click the blank area at the right pane. Click **New >> Folder** from the shortcut menu.

A folder with the name New Folder is created, as shown below:



3. Type **training** as the name of the folder. Press **<Enter>** key.

The name is updated to the new name.



4. Click the **+** (plus sign) on the left of **My Documents** folder in the navigation pane.

The folder you just created is displayed, as shown below:



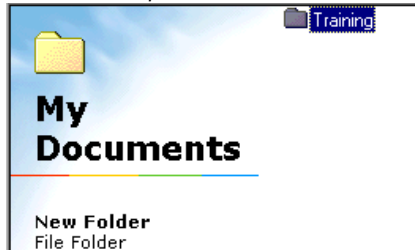
How To Duplicate The Folder

1. Select the source folder at the right pane.
2. Click the **Copy** button.
3. Click at the destination folder.
4. Click the **Paste** button.

- You can also use **<Ctrl>+C** to copy and **<Ctrl>+V** to paste the folder.
- When you copy the folder, all the files and subfolders in that folder are copied to the destination location.

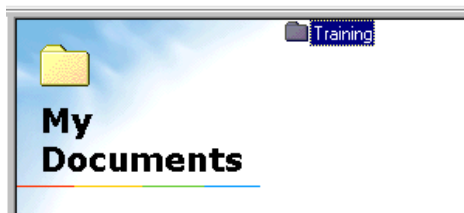
1. Click the **Training** Folder.

You want to duplicate the folder.



2. Click the **Copy** button on the toolbar.

The folder is copied onto the clipboard.



3. Select the destination folder.

In this case, the destination is the same folder.

4. Click the **Paste** button on the toolbar.

A copy of the folder is pasted with the name 'Copy of Training' because the name already exists in the same folder.



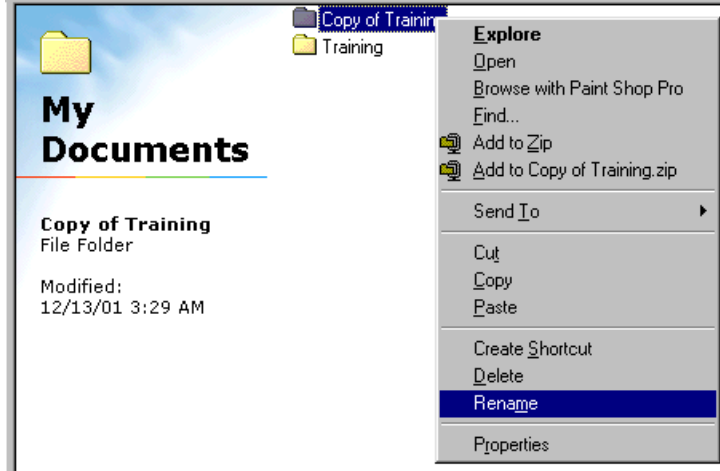
How To Rename Folder

1. **Right-click** at the folder icon.
2. Click **Rename** from the shortcut menu.
3. Type the new folder name.
4. Press **<Enter>**.

- You can also click the folder and press **<F2>** to rename the folder.

1. **Right-click** at the **Copy of Training** folder. Click **Rename** from the shortcut menu.

You want to rename the folder name from Training to Microsoft Training. The name is highlighted.

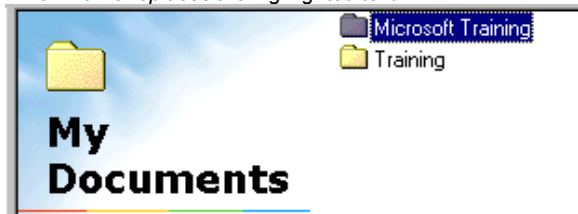


The folder name is in edit mode.



2. Type **Microsoft Training** as the new folder name.

A new name replaces the highlighted text.



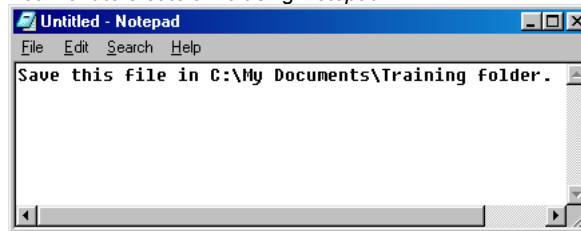
3. Press **<Enter>**.

The new folder name is confirmed.

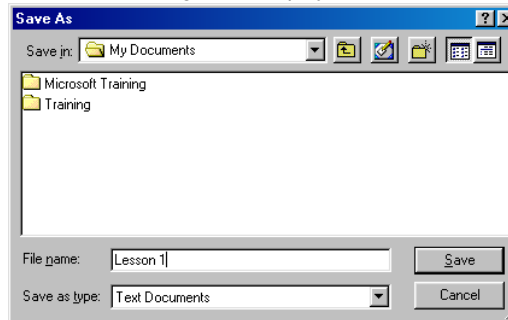
How To Save File In Folder

1. Click **File >> Save As** from the application menu.
2. Type the File name.
3. In the **Save in:** box, select the location you want to save the file.
4. Click the **Save** button.

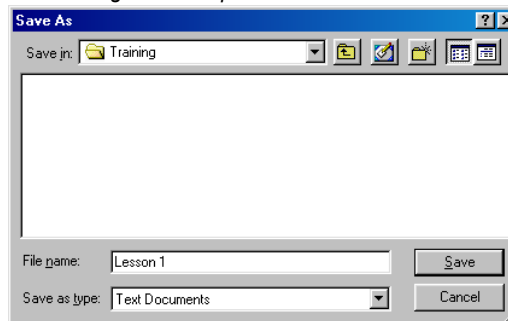
1. Click **Start >> Programs >> Accessories >> Notepad**.
Type Save this file in C:\My Documents\Training folder.
You want to create a file using Notepad.



2. From the menu, click **File >> Save As**.
The Save As dialog box is displayed, as shown below:



3. In the **File name** box, type **Lesson 1**.
This is to save the file under the name Lesson 1.
4. **Double-click** the **Training** folder from the list.
The training folder is open. You want to save the file in the Training folder.



5. Click the **Save** button.
The file is saved in the C:\My Documents\Training folder.

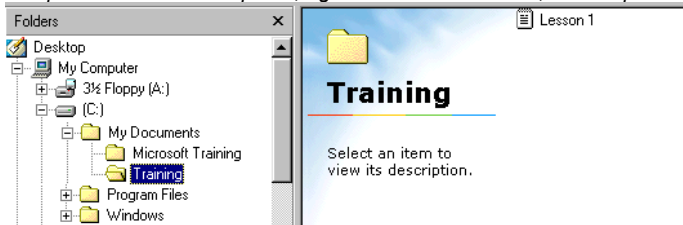
MANAGING FILES

Windows 98

How To Create File In Windows Explorer

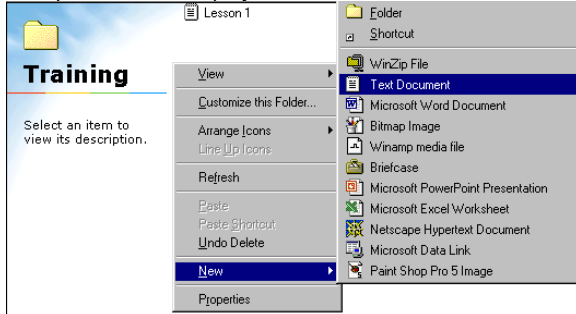
1. Open **Windows Explorer**.
2. Click at the folder where you want to place the file.
3. **Right-click** the blank space at the right pane.
4. Click **New >> Text Document** from the shortcut menu.
1. Rename the new file.

1. Open **C:\My Documents\Training** in Windows Explorer. Click at the folder where you want to place the file. To open the Windows Explorer, right-click at Start Button, click Explore.

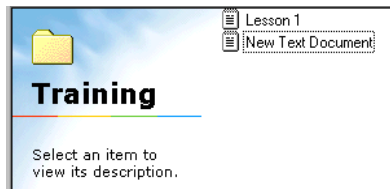


2. **Right-click** the blank space on the right pane. Click **New >> Text Document** from the shortcut menu.

The quick menu is displayed.



A blank text file name **New Text Document** is created.

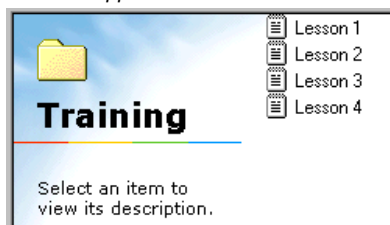


3. Rename the new file from **New Text Document** to **Lesson 2**.

Right-click at the file name and select **Rename** from the shortcut menu.

4. Create and rename a few more text files in the folder.

The files appear as shown below:



How To Select Multiple Files In Windows Explorer

1. Open **Windows Explorer**.
2. Click at the first file name.
3. Hold down the **<Shift>** key.
4. Click at the last file name.
5. Hold down the **<Ctrl>** key if you want to select non-adjacent files.

1. Open **C:\My Documents\Training** in Windows Explorer.

Right-click at Start Button. Select Explore from the shortcut menu.



2. Click the **Lesson 1**.

The file - Lesson 1 is selected, as shown below:



3. Click the **Lesson 2**. Hold down the **<Shift>** key and click the **Lesson 4**.

The files - Lesson 2 to Lesson 4 are selected, as shown below:



4. Click the **Lesson 1**. Hold down the **<Ctrl>** key and click the **Lesson 3**.

Only Lesson 1 and Lesson 3 are selected, as shown below:



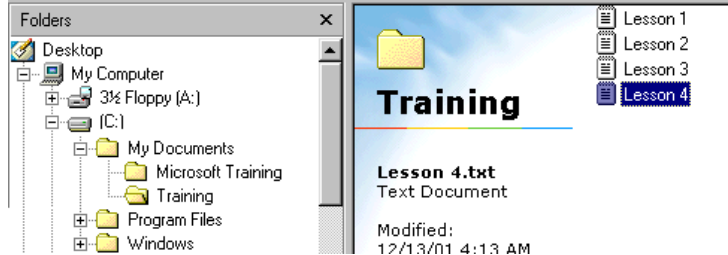
How To Move File To Another Folder

1. Select the files you want to move.
2. Click the **Cut** button.
3. Click the destination folder.
4. Click the **Paste** button.

- If you want to move multiple files, select all the files before moving.
- You can also use drag and drop method. For example, drag the Lesson 4 on the right pane and drop it on the Microsoft Training folder on the left pane.

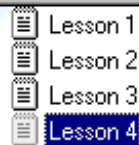
1. Click the **Lesson 4** to select it.

You want to move the file Lesson 4 to Microsoft Training folder.



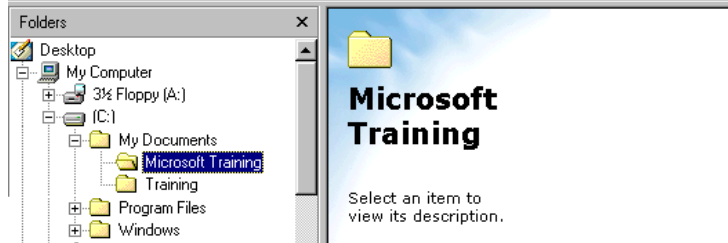
2. Click the **Cut** button on the toolbar.

You can also press <Ctrl>+<x> on keyboard to cut. The cut file icon is dimmed, as shown below:



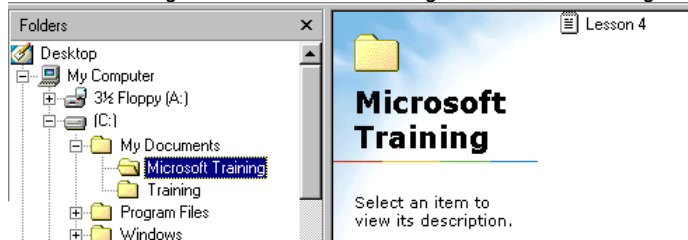
3. Click the **Microsoft Training** folder.

Microsoft Training folder is the destination of the copied file.



4. Click the **Paste** button on the toolbar.

You can also press <Ctrl>+<v> on keyboard to paste. The file is moved into Microsoft Training folder. Lesson 4 is no longer found in the Training folder.



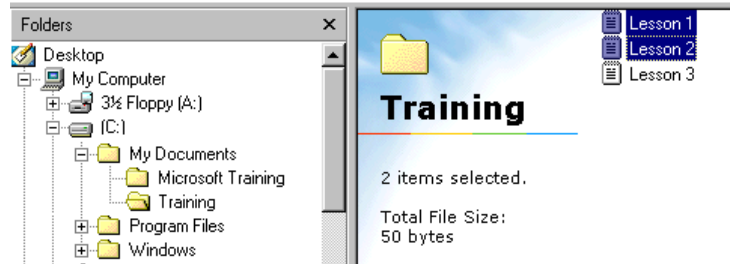
How To Copy File To Another Folder

1. Select the files you want to copy.
2. Click the **Copy** button.
3. Click the destination folder.
4. Click the **Paste** button.

- If you want to copy using **drag and drop method**, you need to hold down the **<Ctrl>** key before you release the mouse at the destination folder on the left pane.
- If the destination location has already have a file with the same name, you will be prompted to confirm whether you want to overwrite the file.

1. Select **Lesson 1 and 2** in Training folder.

You want to copy the files Lesson 1 and 2 to Microsoft Training folder. To select the files, click Lesson 1, hold down the <Ctrl> key and click Lesson 2.

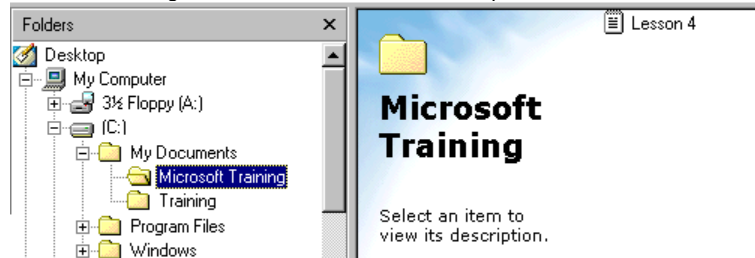


2. Click the **Copy** button on the toolbar.

You can also press <Ctrl>+<c> on keyboard to copy. The cut file icon is dimmed.

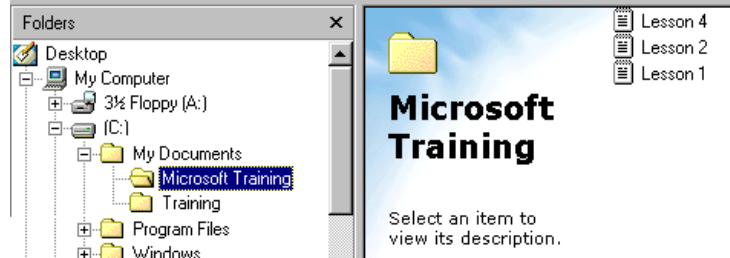
3. Click the **Microsoft Training** folder.

Microsoft Training folder is the destination of the copied file.



4. Click the **Paste** button on the toolbar.

You can also press <Ctrl>+<v> on keyboard to paste. The file is moved into Microsoft Training folder. Lesson 4 is no longer found in the Training folder.



MANAGING FILES

Windows 98

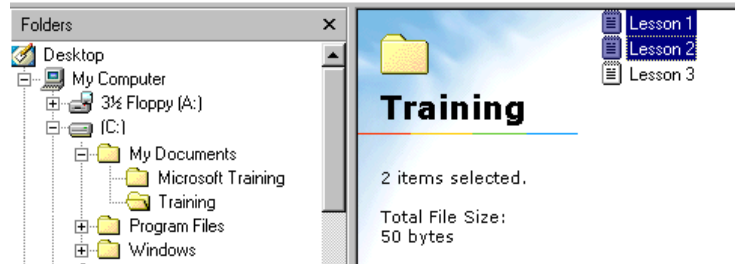
How To Copy File To A Diskette

1. Select the files you want to copy.
2. **Right-click** at the highlighted files.
3. Click **Send To >> 3 1/2 Floppy (A)** from the shortcut menu.

- You can also drag the highlighted files on the right pane and drop it on the 3 1/2 Floppy (A:) on the left pane.

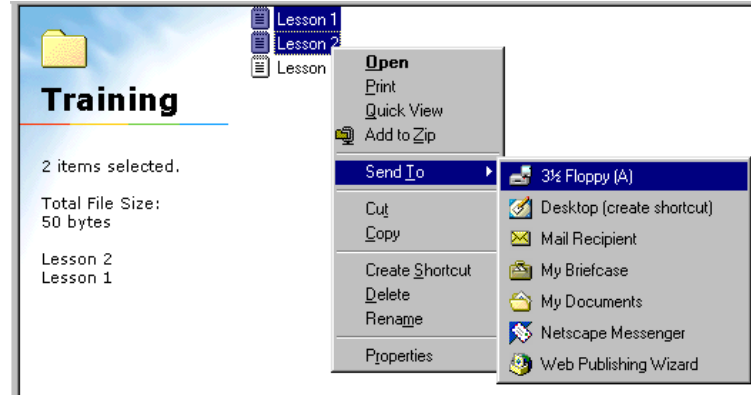
1. Select **Lesson 1 and 2** in Training folder.

You want to copy the files Lesson 1 and 2 to the diskette. To select the files, click Lesson 1, hold down the <Ctrl> key and click Lesson 2.



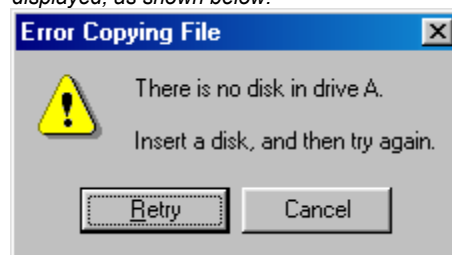
2. **Right-click** at the selected files.

The quick menu is displayed.



3. Click **Send To >> 3 1/2 Floppy (A)** from the shortcut menu.

The files are copied onto the diskette. Make sure there is a diskette in your floppy disk drive. If your disk drive is empty, an Error Copying File dialog box is displayed, as shown below:



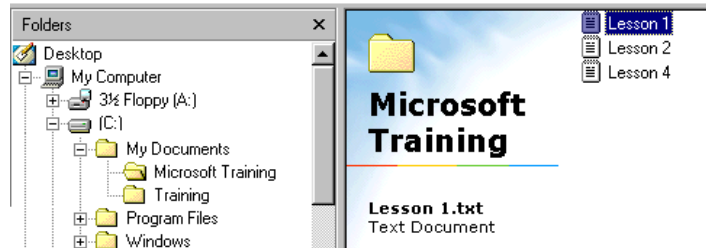
How To Delete File

1. Select the file(s) you want to delete.
2. Press **<Delete>**.
3. Click the **Yes** button.

- All the deleted files and the folders are stored in the Recycle Bin until you clear the Recycle Bin.
- If you do not want to send the deleted files to recycle bin but remove permanently, hold down the **<Shift>** key and press **<Delete>**.

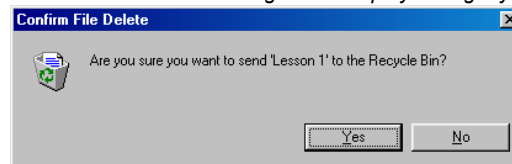
1. Click the **Lesson 1** in the Microsoft Training Folder.

You want to delete the file Lesson 1.



2. Press **<Delete>**.

A Confirm File Delete dialog box is displayed to get your confirmation.



3. Click the **Yes** button.

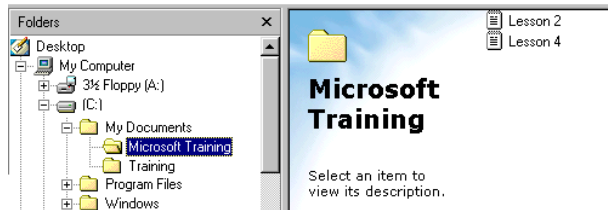
The file Lesson 1 is deleted.

How To Delete Folder

1. Click the folder you want to delete.
2. Press **<Delete>**.

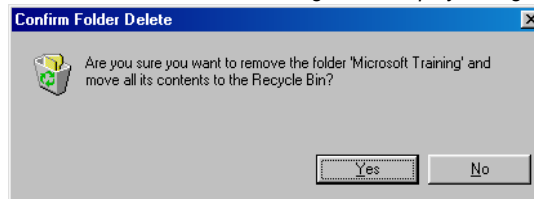
1. Click the **Microsoft Training** Folder.

You want to delete the folder.



2. Press **<Delete>**.

The Confirm Folder Delete dialog box is displayed to get your confirmation.



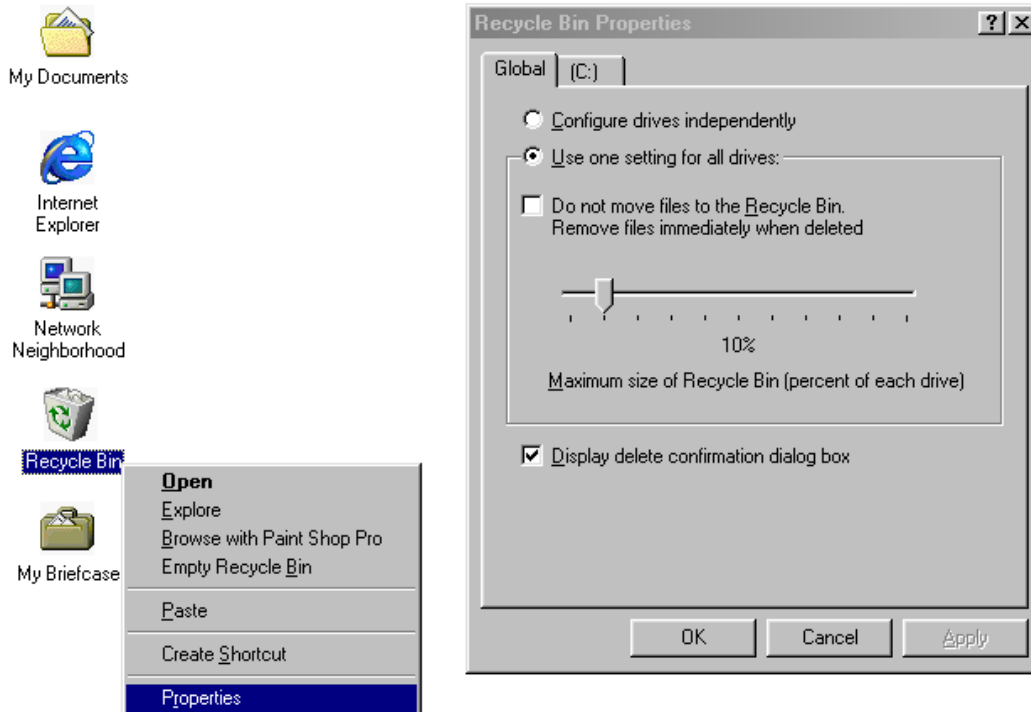
3. Click the **Yes** button.

The folder is deleted.

Managing Recycle Bin

Whenever you delete a file, the file is not deleted permanently but sent to the **Recycle Bin**. This is a very useful safety feature that enables you to recover the deleted files from the Recycle Bin. The files remain in the Recycle Bin for as long as they do not exceed the disk capacity specified for the Recycle Bin, or until you instruct the system to empty the Recycle Bin. You can also specify not to move files to the Recycle Bin but remove files immediately when deleted.

To set the Recycle Bin properties, right click at the Recycle Bin icon on the desktop. Select Properties from the quick menu and the Recycle Bin Properties dialog box is displayed as illustrated.



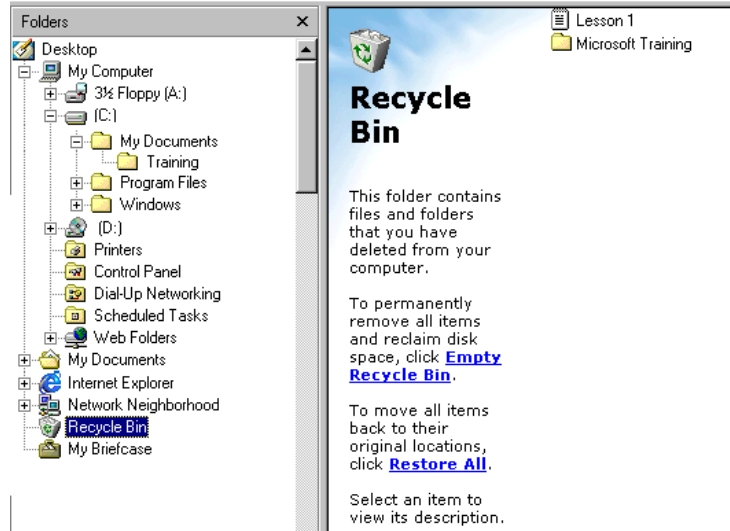
How To Restore Deleted File From Recycle Bin (Undelete)

1. Click the **Recycle Bin** at the left pane in **Windows Explorer**.
2. **Right-click** the file to recover at the right pane.
3. Click **Restore** from the shortcut menu.

- You can also double-click the Recycle Bin on the desktop to see the content of the Recycle Bin and restore the file you want.

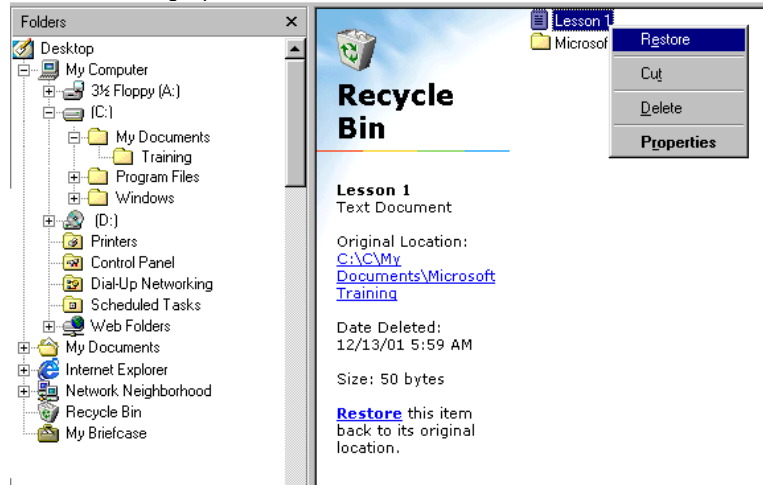
1. Click the **Recycle Bin** at the left pane.

All deleted files are displayed on the right pane.



2. **Right-click** at the **Lesson 1** file.

You want to restore the file back to the original location. You can see the original location on the right pane, as shown below.



3. Click **Restore** from the shortcut menu.

The file is removed from the recycle bin and is sent back to the original location.

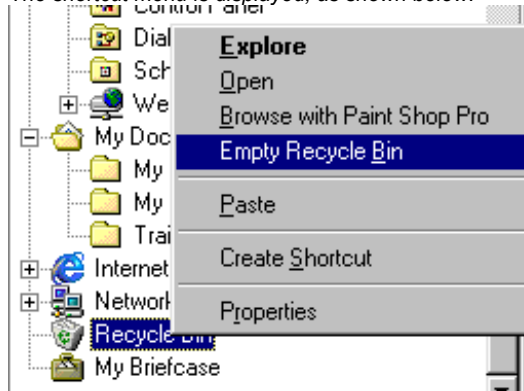
How To Empty Recycle Bin

1. **Right-click** at the **Recycle Bin** on the left pane.
2. Click **Empty Recycle Bin** from the shortcut menu.
3. Click the **Yes** button.

- If you want to remove only some of the files in the Recycle Bin, double-click to open the Recycle Bin. Hold down the **<Ctrl>** key and click each file you want to remove, and then press **<Delete>** key on the File menu.

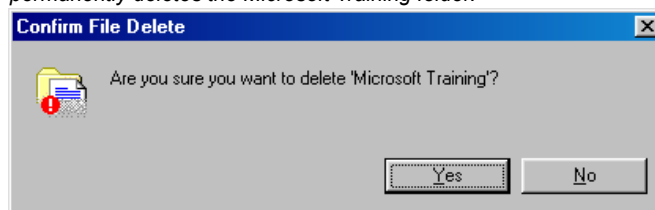
1. **Right-click** at the **Recycle Bin** on the left pane.

The shortcut menu is displayed, as shown below:

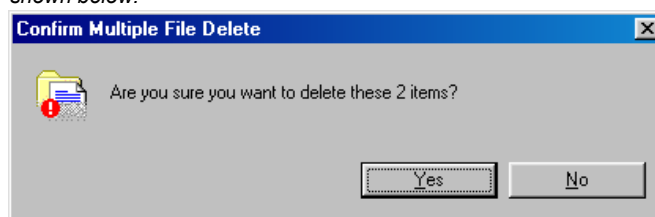


2. Click **Empty Recycle Bin** from the shortcut menu.

A Confirm File Delete dialog box is displayed to get your confirmation of permanently deletes the Microsoft Training folder.



If you have more than 1 file or folder in the recycle bin, Confirm Multiple File Delete dialog box is displayed to show the number of files in the recycle bin, as shown below:



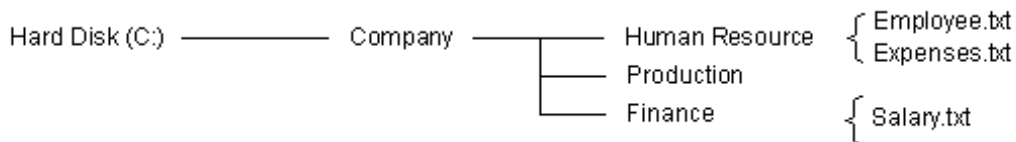
3. Click the **Yes** button.

The recycle bin is cleared.

Exercises

Managing Files

1. Create a **new folder**: Company in your hard disk C:
2. Create **3 new subfolders**: Human Resource, Production and Finance in Company folder.
3. Create **2 new files**: Employee.txt and Expenses.txt in Human Resource subfolder.
4. Create a file: Salary.txt in Finance subfolder.
5. The file structure is shown as illustrated.



6. **Duplicate Production folder** and rename the new folder **Purchases**
7. **Move** the **Expenses.txt** file to Finance folder.
8. Copy the **Salary.txt** file to Human Resource folder.
9. Copy the **Employee.txt** file to a **diskette**.
10. Delete **Production** folder.
11. Delete **Employee.txt** and **Expenses.txt** from Human Resource. (Select 2 files and press <delete>)
12. Restore the **Employ.txt** from the **Recycle Bin**.
13. The file structure is modified as illustrated.

